

# INSTRUCTIONS FOR COMPLETING ELECTION FINANCE STATEMENT (KREF 006/P)

## COVER PAGE

- Box 1** Enter the committee name. Enter the PAC Acronym, if applicable.
- Box 2** Enter KREF filer number assigned by the Registry.
- Box 3** Enter chairperson's name, complete mailing address and daytime telephone number.
- Box 4** Enter treasurer's name, complete mailing address and daytime telephone number.
- Box 5** Enter custodian's name, complete mailing address and daytime telephone number.
- Box 6** Check the appropriate block for the type of statement being filed.
- Box 7** Enter beginning and ending dates for the period covered by the statement.  
*The dates should be consecutive from one report to the next.*
- Box 8** Type or print the name of the chairperson or treasurer, sign and date the report.

**If the committee had no activity between reporting periods, complete Cover Page and Summary Page. Enter -0- in receipts on Line 2; enter -0- in disbursements on Line 3; and enter the ending balance from last statement on Line 10.**

## **SUMMARY PAGE**

### **Heading**

Enter the Committee's name, KREF filer number, and period covered by report.

### **Receipts**

**Line 1a** Transfer the total amount of itemized contributions to Column I from Schedule 1, Item 7a.

**Line 1b** Transfer the total amount of Other Receipts to Column I from Schedule 1, Item 7b.

**Line 1c** Enter the total number of people who contributed cash. Enter the total amount of cash receipts in Column I from Schedule 1A.

**Line 1d** Enter the total number of anonymous contributors. Enter the total amount of anonymous contributions in Column I. **(This information must come from the committee's records.)**  
Enter the total anonymous contributions for this calendar year in Column II.

**Line 1e** Enter the total number of contributors. Enter the total amount of unitemized contributions in Column I. **(This information must come from the committee's records.)**

**Line 2** Enter the total receipts from this reporting period in Column I. Enter the total receipts for this calendar year in Column II.

### **Disbursements**

**Line 3** Transfer the total disbursements for this period in Column I from Schedule 2, Item 7. Enter total disbursement amount for the year in Column II.

### **In-kind Contributions**

**Line 4a** Transfer the total in-kind contributions **received** this period to Column I from Schedule 1B, Item 7. Enter the total in-kind contributions received for the calendar year in Column II.

**Line 4b** Transfer the total in-kind contributions **given** by the PAC during this period in Column I from Schedule 2A, Item 7. Enter the total in-kind contributions given for the calendar year in Column II.

### **Debts and Obligations**

**Line 5** Transfer the amount of debts or obligations owed by the committee to Column I from Schedule 4, Item 10.

### **Balance Statement**

**Line 6** Enter ending balance from the last report in Column I. Enter zero if no previous report has been filed.

**Line 7** Transfer from Line 2, Column I, the total receipts for this period.

**Line 8** Enter the total of Lines 6 and 7 in Column I and Column II.

**Line 9** Transfer total disbursements for this period from Line 3, Column I.

**Line 10** Enter the total of Line 9 minus Line 8 in Column I and Column II.

**ITEMIZED RECEIPTS**  
**SCHEDULE 1**

**Box 1** Enter the committee's name.

**Box 2** Enter the KREF filer number.

**Box 3** Enter beginning and ending dates for the period covered by the statement.

***Read the following instructions before completing Schedule 1:***

- *Itemized means to list contributions on Schedule 1, and give all information required on that Schedule. Individuals and Authorized Entities must be itemized when they give in excess of \$100.00 during the calendar year.*
- *Contributions from other PAC's must be itemized regardless of the amount contributed.*
- *To record cash receipts see instructions on Schedule 1A.*
- *To record anonymous contributions and unitemized contributions see the instructions on the Summary Page, lines 1d and 1e. (The committee must keep these amounts in their internal records.)*
- *If the PAC refunds a contribution to a contributor, record the refund as a negative receipt. This is the only method that will ensure that the PAC's total receipts are adjusted to reflect actual receipts. DO NOT record a receipt you are returning as a Disbursement on Schedule 2*
- *DO NOT Enter a disbursement that is being returned as a receipt (i.e., a contribution the PAC made) – See instructions on Schedule 2.*

**Box 4** Enter name and complete address of the contributor.

**Box 5** Check type of contribution or receipt.

**Box 6** Enter date of contribution or receipt.

**Box 7a** Enter amount of contribution or receipt.

**Box 7b** Enter the amount of other receipts. **(Items such as interest would be recorded as other receipts.)**

**Box 8** Enter the cumulative amount received from each contributor for the calendar year. **(Include both monetary and in-kind contributions. To obtain this information, the committee must keep records that identify contributors and their cumulative for the year.)**

**Box 9** Enter the occupation and employer for the contributor. Be specific. An occupation such as "businessman" is insufficient. If the contributor is self-employed, give the name under which he/she does business. Or, indicate the major business, social or political interest represented by the contributing PAC.

**Totals** Enter the subtotals for Items 7a and 7b on each Schedule 1 you complete.

Enter the "Total this Period" on the bottom of the last Schedule 1.

Transfer the "Total this Period" in Item 7a to Line 1a on the Summary Page.

Transfer the "Total this Period" in Item 7b to Line 1b on the Summary Page.

**CASH RECEIPTS**  
**SCHEDULE 1A**

**Box 1** Enter committee name.

**Box 2** Enter KREF filer number.

**Box 3** Enter beginning and ending dates for the period covered by the statement.

Enter the date and amount of each individual cash contribution received during the period.

Enter the subtotal for each column, and subtotal each Schedule 1A you complete.

Total all completed Schedule 1As, and enter the "Total # of Contributors" and "Total Amount this Period," on the bottom of the last Schedule 1A.

Transfer the "Total # of Contributors" and the "Total Amount this Period" to Line 1c of the Summary Page.

**IN-KIND CONTRIBUTIONS RECEIVED**  
**SCHEDULE 1B**

- Box 1** Enter committee name.
- Box 2** Enter KREF filer number.
- Box 3** Enter the beginning and ending dates of the period covered by the report.
- Box 4** Enter the name and complete address of the contributor. Remember to itemize all in-kind contributions over \$100. **( All PAC receipts, regardless of amount, must be itemized.)**
- Box 5** Enter a description of the in-kind contribution. Be specific.
- Box 6** Enter the date the in-kind contribution was received.
- Box 7** Enter the value of the in-kind contribution.
- Box 8** Enter cumulative contributions for the calendar year.  
**(Include both monetary and in-kind contributions. To obtain this information, keep records that identify contributors and their cumulative for the year.)**
- Box 9** Enter the occupation and employer of the contributor. Be specific. An occupation such as "businessman" is insufficient. If the contributor is self-employed, give the name under which he/she does business. Or, indicate the major business, social or political interest represented by the contributing PAC.

**Total** Enter the subtotals for Item 7, on each Schedule 1B you complete.

Enter the "Total this Period" on the bottom of the last Schedule 1B.

Transfer the "Total this Period" from Item 7 to Line 4a on the Summary Page.

**In-kind contributions are listed separately on the Summary Page and are not included in the total receipts or disbursements. (If included, the ending balance of the report will not reconcile with the committee's bank statements.)**

**DISBURSEMENTS**  
**SCHEDULE 2**

**Box 1** Enter committee name.

**Box 2** Enter KREF filer number.

**Box 3** Enter the beginning and ending dates of the period covered by the report.

***Read the following instructions before completing Schedule 2:***

- *Each disbursement (payment) must be listed on Schedule 2.*
- *All disbursements over \$25 must be paid by check. It is a good practice to make all expenditures by check.*
- *A returned or refunded disbursement [ i.e., contribution -or- expenditure the PAC makes to a candidate], should be reported on Schedule 2 as a negative disbursement. This is the only method to ensure that the PAC's total expenditures are adjusted to reflect actual expenses. DO NOT RECORD A RETURNED DISBURSEMENT AS A RECEIPT ON SCHEDULE 1.*

**Box 4** Enter the **name, complete address, and occupation** of the person or business to whom the disbursement was made for disbursements over \$25. Disbursements of \$25 or less only require the date, amount, and purpose.

**Box 5** Enter the purpose for all disbursements. Be specific.

**If the PAC makes a candidate contribution, disclose the name of the candidate.**

**If the PAC reimburses someone who purchased items for the PAC, list the name of the individual reimbursed, and what they purchased**

**List the recipient of the expenditure, if other than the PAC.**

**Box 6** Enter the date the disbursement was made.

**Box 7** Enter the amount of disbursement.

**Totals** Enter the subtotal for Item 7 on each Schedule 2 you complete.

Enter the "Total this Period" on the bottom of the last Schedule 2.

Transfer the "Total this Period" from Item 7 to Line 3 on the Summary Page.

**IN-KIND CONTRIBUTION GIVEN BY PAC**  
**SCHEDULE 2A**

- Box 1** Enter committee name.
- Box 2** Enter KREF filer number.
- Box 3** Enter the beginning and ending dates of the period covered by the report.
- Box 4** Enter the name and complete address of the person to whom the in-kind contribution was made.
- Box 5** Enter a description of the in-kind contribution given. Be specific.
- Box 6** Enter the date the in-kind contribution was given.
- Box 7** Enter the value of the in-kind contribution given during this reporting period.
- Totals** Enter the subtotals for Item 7 on each Schedule 2A you complete.

Enter the "Total this Period" on the bottom of the last Schedule 2A.

Transfer the "Total this Period" from Item 7 to Line 4b on the Summary Page.

**This Schedule is used when the PAC does not spend any funds, but the candidate receives something of value. For example, if a PAC allows a candidate to use its mailing list, the use of the list has a value, even though the PAC did not spend any funds. However, if the PAC actually purchases something of value, i.e., a newspaper ad, etc., and gives it to the candidate, the item purchased must be reported as a disbursement on Schedule 2.**

**In-kind contributions are listed separately on the Summary Page. They are not included in the total receipts or disbursements. (If included, the ending balance of the report will not reconcile with the committee's bank statements.)**

**Events**  
**Schedule 3**

**Box 1** Enter committee name.

**Box 2** Enter KREF filer number.

**Box 3** Enter the beginning and ending dates of the period covered by the statement.

**Box 4** Enter the date(s) the fundraising activity or event was held.

**Box 5** Enter the name of the committee or person who sponsored the event and the address where the activity was held.

**Box 6** Enter the type of fundraising event or activity, such as bean soup supper, fish fry, etc. The recipient, if other than PAC, must be listed.

**Box 7** Enter total receipts generated by the event or activity.

**Box 8** Enter the total cost incurred in conducting the event or activity.

**Each fundraising activity or event must be listed separately. This schedule must be filed with the Election Finance Statement covering the period in which the fundraising activity or event took place, and is for informational purposes only. All receipts in excess of \$100 must be itemized on Schedule 1, and all other receipts must be included on Schedule 1A, Cash Receipts, or on the Summary Page as unitemized, anonymous, or in-kind receipts. All costs incurred in connection with activities or events must be included on Schedule 2, or as in-kind contributions on Schedule 1B.**

**An Event is a testimonial affair, dinner, luncheon, rally, or similar events, mass collections and the sale of items such as buttons, hats, ties, literature and similar materials. For sale of items, list the date the sales began through the date the sales ended in Box 4.**



**Debt and Obligations**  
**Schedule 4**

- Box 1** Enter committee name.
- Box 2** Enter KREF filer number.
- Box 3** Enter the beginning and ending dates of the period covered by the report.
- Box 4** Enter the name and complete mailing address of the person or entity to whom the committee owes money. List each debt on a separate line.
- Box 5** Enter the type of debt or obligation. (Expenses incurred that have not been paid in this reporting period.)
- Box 6** Enter the date the debt was incurred.
- Box 7** Enter the original amount of the debt.
- Box 8** Enter any payments previously made.
- Box 9** Enter any payment made during this reporting period.
- Box 10** Enter the outstanding balance as of the close of this reporting period.
- Totals** Enter the subtotals for Item 10, on each Schedule 4 you complete.

Enter the "Total this Period" on the bottom of the last Schedule 4.

Transfer the "Total this Period" from Item 10 to Line 5 on the Summary Page.

**Each debt and obligation must be listed separately and this schedule must be filed with the Election Finance Statement. All loans must be itemized on Schedule 1 as "Other Receipts." All payments made on loans and/or debts must be itemized on Schedule 2 as disbursements.**